



**UNITED STATES DISTRICT & BANKRUPTCY COURTS
FOR THE DISTRICT OF COLUMBIA**



POSITION: Student Interns

LOCATION: Washington, D.C.

STATUS: Full Time/Part-time Temporary

SALARY RANGE/CLASSIFICATION LEVEL: N/A--Non-Paid Positions

OPENING DATE: March 15, 2012

CLOSING DATE: Opened Until Filled

OVERVIEW OF THE INTERNSHIP PROGRAM:

The Clerk's Office of the United States District and Bankruptcy Courts for the District of Columbia is currently offering internships for the summer of 2012. All the intern positions will be located in the Clerk's Office and will report to various department managers within the court unit.

The following intern positions are available to student interns:

- Human Resources Intern
- Procurement and Facilities Intern
- Jury Office Intern
- Bankruptcy Court Operations Intern
- District Court Operations Intern
- Information Technology Intern

Human Resources Intern:

The *Human Resources Intern* reports to the Director of Human Resources and provides a full range of administrative support to the department. The duties performed will include but are not limited to:

Data entry and typing of personnel database information and personnel documents.

Maintaining general files, personnel files, recruitment files, training files and other vital records.

Scheduling and coordinating interview appointments.

Performing internet research for projects and ensuring that all human resources information/forms are posted on and appropriately placed on the court intranet/internet site.

Assisting the Training Specialist with training research, preparations and set-up.

Assisting with new hire orientations, document revisions, performance award program processing and other projects as assigned.

Assisting the Director of Human Resources with special projects related to personnel and planning.

Other general office and administrative support duties as assigned to include but not limited to responding to inquiries, copying, collating and organizing.

Other duties as assigned.

This internship position requires regular interactions with and supports all levels of personnel to include Clerk's Office staff, chambers staff and the general public.

This internship requires a tour of duty of 18 hours per week, Monday, Wednesday and Friday, hours 9:00 a.m. – 4:00 p.m. The human resources internship will last 6 – 8+ weeks starting in or about June 2012.

Procurement and Facilities Intern:

The ***Procurement and Facilities Intern*** reports to the Procurement and Facilities Administrator and provides a full range of administrative support to the department. The duties performed will include but are not limited to:

Logging and filing documents.

Scheduling and escorting contractors.

Daily inspections of the facilities in the Annex/Prettyman courthouse.

Taking inventory of supplies and providing coverage during clerk's office supply time.

Assisting with obtaining vendor quotes, bids and pricing for the budget.

Assisting with GSA and Administrative Services request tickets.

Assisting with basic maintenance of office equipment to include the meter machines, copier, fax and printers. Will provide support and conduct audits as needed.

Performing other clerical support duties as needed.

This internship requires a tour of duty of 18 hours per week, Monday, Wednesday and Friday, hours 9:00 a.m. – 4:00 p.m. The procurement and facilities internship will last 6 – 8+ weeks starting in or about June 2012.

Jury Office Intern:

The ***Jury Office Intern*** reports to the Jury Administrator and provides a full range of administrative support. The duties performed will include but are not limited to:

- Data entry of information into database.
- Filing of documents.
- Sorting and properly allocating mail.
- Alphabetizing jury information and forms.
- Assisting with the processing of Jury Review Questionnaires.
- Answering phones and in person requests.
- Assisting jurors and court patrons at the front counter.
- Performing other clerical support duties as needed.

This internship requires a tour of duty of 15 hours per week, Monday - Friday, hours 9:00 a.m. – 12:00 p.m. The jury internship will last 6 – 8+ weeks starting in or about June 2012.

Bankruptcy Court Operations Intern:

The Bankruptcy Court is seeking a senior intern. The ***Bankruptcy Court Operations Intern*** reports to the Deputy-in-Charge and provides a full range of administrative support to the department. The duties performed will include but are not limited to:

- Scanning and filing documents.
- Assisting courtroom deputy with pre and post hearing procedures.
- Docketing archive information in CM/ECF.
- Assisting the Deputy-in-Charge with special projects and other support functions as assigned.
- Performing intranet site research and ensuring that all Bankruptcy information is appropriately placed.
- Other duties as assigned.

This internship requires a tour of duty of 18 hours per week, Monday, Wednesday and Friday, hours 9:00 a.m. – 4:00 p.m. The bankruptcy internship will last 6 – 8+ weeks starting in or about June 2012.

District Court Operations Intern:

The ***District Court Operations Intern*** reports to the Records Manager and provides a full range of administrative support to the department. The duties performed will include but are not limited to:

- Prepares files folders and labels to maintain documents.

- Provides customer service by fulfilling record retrieval requests and answering inquiries.

- Maintains files in an orderly fashion by reorganizing , transferring, archiving, and storing as needed.

- Provides direct assistance in archiving and storing records according to the regulations.

- Retrieves, scanning and filing files.

- Lifting of up to 40 lbs.

- Other clerical duties as assigned.

This internship requires a tour of duty of 18 hours per week, Monday, Wednesday and Friday, hours 9:00 a.m. – 4:00 p.m. The bankruptcy internship will last 6 – 8+ weeks starting in or about June 2012.

Information Technology Intern:

The Office of Information Technology is seeking a junior or senior intern. The ***Information Technology Intern(s)*** reports to the Director, Information Technology and provides a full range of administrative and technical support to the department. The duties performed will include but are not limited to:

- Answering and logging calls received by the help desk.

- Assisting staff with troubleshooting and resolving help desk inquiries.

- PC support and maintenance to include but not limited to cloning and swapping out PCs.

Assisting with the support of courtroom technology needs.

Assisting with court webpage designing and maintenance.

Assisting with the installation of network equipment.

Other duties as assigned.

This internship position requires regular interactions with and supports all levels of personnel to include Clerk's Office staff and chambers staff.

This internship requires **either**:

1 intern-- to work 24 hours per week, working a tour of duty Monday - Thursday, 9:00 a.m. – 4:00 p.m.

Or

2 interns-- to split working 24 hours per week and a tour of duty Monday - Thursday, 9:00 a.m. – 4:00 p.m.

The information technology internship will start in or about June 2012 and lasts 6 – 8+ weeks.

QUALIFICATIONS

The successful junior intern candidates must be enrolled in senior high school and meet all student eligibility requirements in order to work. The successful senior intern candidates must be enrolled in an accredited college or university.

Must have a general knowledge of general office practices and equipment.

Basic skills in office administration to include typing, data entry, file maintenance, record keeping, and presentation preparation is needed.

Excellent communication, interpersonal and organizational skills, which include the ability to manage multiple tasks and deadlines, are essential.

Understanding the importance of the confidentiality issues inherent to the courts is critical.

Proficiency in Microsoft Word, Excel, Access, Power Point, Word Perfect and the internet is preferred.

Ability to exercise mature judgment.

Ability to lift up to 40 lbs. is required for some positions.

BENEFITS

Interns will gain general and applied knowledge and skills in a specific functional area.

Interns will gain a solid understanding of court processes and procedure through interactions with court personnel and work assignments.

Interns will be exposed to a professional environment and have regular interactions with key professionals.

Formal training and mentoring.

Intern positions are **NOT** eligible for the federal salary or federal benefits package.

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

Final candidates will undergo a background check.

APPLICATION INFORMATION

Qualified persons interested in being considered for internships are invited to submit the following:

- **Form AO 78-Application for Judicial Employment**
- **Resume (optional)**
- **Cover letter or essay indicating which intern opportunity you are interested in and detailing (1) all your relevant experience and education (2) why you have an interest in working for the court and/or in a specific area and (3) what you are hoping to gain from this internship.**
Note-For the information technology internship, please specify the technologies and software applications you have used.

All application materials are to be sent:

Via mail to:

Sonia Jackson, SPHR
Director, Human Resources

Human Resources Department
United States District and Bankruptcy Courts, DC
333 Constitution Avenue, NW
Washington, DC 20001

Or

Via fax to:

(202) 354 3528

Via email to:

DCD_HumanResources@dcd.uscourts.gov

If your application packet does not provide all information requested, you may lose consideration for this position.

Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice.

Applicants selected for interviews must travel at their own expense. Relocation expenses for the successful candidates will not be reimbursed.

Equal Opportunity Employer